

**ADMINISTRATIVE — INTERNAL USE ONLY****30 JAN 1984**

MEMORANDUM FOR: Director, Intelligence Community Staff  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Director, Office of Legislative Liaison  
Comptroller  
Executive Secretary  
Director, Public Affairs Office

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Shortage of Storage Space for Records at the Agency  
Archives and Records Center

1. We are again rapidly facing a storage problem for records at the Agency Archives and Records Center (AARC). AARC accumulated material at a record rate in FY 83; if the trend continues, the Center will be filled to capacity in three and one-half years. As you know, the shortage of space has been a recurring problem throughout AARC's existence and has been dealt with in a variety of ways--adding additional shelving, limiting the amount of material deposited by each Directorate, and conducting a time-consuming and expensive records review. Each of these actions produced the desired result of gaining space, but only for a limited period of time. The current problem requires your immediate attention and action if we are to avoid more costly and restrictive measures that will impact on your ability to use the Center.

2. To deal with the diminishing space for records at the Center, each Agency component must give increased emphasis to its records management program. At a minimum, all components should work closely with their records management officers to fully implement existing records control schedules and to approve the destruction of records in the AARC promptly if there are no legal or other constraints. We can no longer enjoy the luxury of maintaining file holdings at the Records Center that should properly be destroyed. Most components have recently updated records control schedules for submission to the National Archives and Records Service (NARS) for approval. These new schedules provide a shorter retention period for some records. Although we do not expect NARS to approve them until later this year, the schedules should be implemented as soon as possible after approval is received. In addition, each office should periodically review the records retention period for previously scheduled items to ensure that material is retained no longer than necessary. I am counting on you to make all components in your Directorate aware of the problem and to see that these actions are carried out.

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3. Concurrently with these efforts, the Office of Information Services (OIS) is working with the Office of Logistics to identify possible alternate storage locations at other Government facilities to house our records or to use on a contingency basis in the event that the Center fills more rapidly than anticipated. OIS has also levied an unfunded requirement for a half million dollars in FY 84 to purchase movable shelving for the first floor of AARC. If approved, the installation of this shelving will add 20,000 cubic feet of storage space to the Center and will provide a three year cushion to accommodate records growth until more long range measures and technology can resolve the problem.

4. To address the long-term nature of records storage, OIS is initiating a detailed study of the Agency's records holdings and records management practices. The increased use of electronic media to transmit information and new technology for storing information are likely to make the storage facility of the future significantly different from the current one. The OIS study will require the support and assistance of component records management officers as well as direct input from components having technical expertise in the areas to be covered. The Director of Information Services will be contacting appropriate components for their assistance. Once the study is completed, the Agency will have a clearer picture of the type of storage facility and equipment that will be needed for the 1990s.

5. Implementation of the measures outlined above should provide the Agency with the space needed to store its inactive records for the foreseeable future and obviate more stringent measures such as the need for restricting the volume of records that can be deposited at AARC. I will inform you on our progress in addressing this problem and if any additional measures must be taken. If you have any questions or possible remedies for dealing with this records storage problem, please contact the the Agency Records Management Officer on extension [redacted]

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Harry E. Fitzwater

cc: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

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